



## 2009-2010 Performing Arts Tour Directory

### Application for Performing Artists

#### Description:

The Virginia Commission for the Arts supports touring by Virginia performing artists and ensembles within the state. Performing artists living in Virginia may apply to be listed in the **2009-2010 Performing Arts Tour Directory** for the touring season of *July 1, 2009 to June 30, 2010*. Each artist/ensemble will have a set dollar amount reserved to support their touring. Any not-for-profit organization, school, or government agency can apply to receive a touring assistance grant from the Commission to support performances by artists listed in the Performing Arts Tour Directory. Grants are made to the presenter, not to the touring artist(s). For additional information, please consult the 2008-2010 Guidelines for Funding available on our website at [www.arts.virginia.gov](http://www.arts.virginia.gov) or by calling our office at 804/225-3132.

#### Deadline:

Application materials must be received by the Commission by **5:00 PM, April 1, 2008**. This is not a postmark deadline.

#### Eligibility & Criteria:

Eligible applicants include Virginia performing artists/ensembles and performing arts organizations. Eligible activities include programs listed in the Virginia Commission for the Arts Performing Arts Tour Directory which take place outside of the home area of the touring artist(s).

#### Applications are evaluated on the following criteria:

- 1) *artistic excellence*
- 2) *effective management*
- 3) *availability of similar touring programs in the state*
- 4) *cost-effectiveness of the proposed tour*
- 5) *evidence of presenter interest in the proposed tour*
- 6) *impact of the proposed tour on the career of the touring artist or organization*

#### Application Review & Payment Procedure:

The applicant submits a complete application to the Commission by the deadline. An advisory panel reviews the proposals and makes recommendations to the Commission. The Commission approves artists/ensembles for touring support and reserves a block of funds for each. Decisions will be announced in June, 2008. If you are selected for the Directory, you will be asked to email the text for the Directory including a photo of the performer/ensemble. By December 2008, the Commission will distribute the 2009-2010 Performing Arts Tour Directory.

The Commission will begin accepting touring assistance applications from presenters on March 15, 2009. Presenters submit applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1, 2009. The Commission awards touring support grants to presenters on a first-come, first-served basis from that artist's/ ensemble's allocation.

If an artist/ensemble listed in the Directory has booked a tour and used all of its original allocation, the artist may book additional performances and encourage the presenters to apply to the Commission's wait list by December 1, 2009. It is the responsibility of the artist to explain to the presenter that there is no guarantee of funding when on the waiting list. After December 1, 2009 the Commission will pool any uncommitted touring funds and award them to presenters on the wait list on a first-come, first-served basis.

**Note:** Artists/Ensembles which are awarded an allotment of \$25,000 or greater may not receive any additional support through the wait list.



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### Application for Performing Artists

13 collated & stapled copies of #1-17 and one copy of the attachments must be received by the Commission on or **before 5:00 p.m., April 1, 2008**. Applications via fax or email are not accepted. Original signatures are required. Contact Tatjana F. Beylotte for questions at [tatjana.beylotte@arts.virginia.gov](mailto:tatjana.beylotte@arts.virginia.gov) or 804/225-3132.

*Mail application to:*

Virginia Commission for the Arts  
223 Governor Street  
Lewis House – Second Floor  
Richmond, VA 23219  
804/225-3132 (phone)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)

Provide all the information requested below in the order listed on your own paper following the numbered sequence. Use 8 1/2" x 11" size white paper and 12 point or larger type. No double-sided copies please.

1. Type "**Artist Application for the 2009-2010 Performing Arts Tour Directory**" at the head of the page.
2. **Discipline (Dance, Multidiscipline, Music, Theater, Opera)**
3. **Name of Touring Organization or Artist(s).**
4. **Contact Person (Manager/Agent).**
5. **Address, including city, and zip code.** (to be listed in directory)
6. **Telephone, fax, email, URL.** (to be listed in directory)
7. **Address and phone at which the Virginia Commission can reach the applicant for more information.** (If different from above)
8. **Tour Allocation Requested.** (The total allocation requested cannot exceed 50% of the total fees to presenters for all services. The total request cannot be greater than 50% of the total income figure in your proposed 2009-2010 budget. See item #11 on the next page.)
9. **Fees (or Range of Fees) to Presenters for one service.** A service is described as one concert, performance, workshop, lecture/demonstration or other program. (If you plan to tour only one service, or if all your services cost about the same amount, then just list the fee to the presenter.)
10. **Dates Available for Touring.** Please specify any touring constraints.
11. **Narrative Description.** A narrative description (not to exceed two pages) should include the following: history of the organization or a biography of the artist(s); a description of each of the services offered (identify as "concert, workshop, lecture, residency, etc."); and the primary audience for each of the services. Solo artists or small ensembles should attach current resumes.

**12. Budget for 2009-2010 Touring.** The proposed touring budget for 2009-2010 should indicate the total income and expenses for your tour. Please use the attached budget form on page 3 (or replicate the exact form).

**13. 2007-2008 Statement of Revenues and Expenses.** Provide a statement of revenues and expenses for your 2007-2008 touring activities.

**14. 2007-2008 Virginia Presenters.** Provide a list of all your 2007-2008 Virginia presenters/venues. Please include and identify VCA-supported and non VCA-supported activities, and the fee paid by each.

**15. Manager Resume or Biographical Information.** Attach a resume or biography on the person(s) who will be responsible for booking your tour. Please indicate his/her title or position relative to your organization or tour.

**16. Critical Reviews and Presenter Interest.** Please provide critical reviews or other written endorsements of previous touring engagements and letters or other evidence of presenter interest.

**17. Signature of Authorized Agent of Touring Organization or Artist.**

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Name (Type)

(Title)

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Signature

Federal Employer Identification Number (if any)

**Budget Form****2009-2010 Tour****INCOME:**

Presenter's fee (performances)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (workshops)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (lectures)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (master classes)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (residency)	\$ _____	(\$ _____ x _____ # of presenters)
Organization's operating budget	\$ _____	
Sales (CD, merchandise, etc.)	\$ _____	
Other _____	\$ _____	
<b>TOTAL INCOME</b>	<b>\$ _____</b>	

**EXPENSES:**

Artistic Salaries	\$ _____
Technical Salaries	\$ _____
Marketing/Promotion	\$ _____
Travel	\$ _____
Royalties	\$ _____
Administrative Overhead	\$ _____
Other _____	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

**ATTACHMENTS**

(ONLY ONE COPY OF THE FOLLOWING IS NEEDED):

**1. I.R.S. letter granting tax-exempt status:** For organizations only. If applicable, please provide a copy of your notification letter for the Internal Revenue Service showing your organization's tax-exempt status.

**2. Artistic Quality Documentation:** Please provide an audio tape, compact disc, video cassette or DVD and a cue sheet describing the selection. Cue the recording to the selection/cut to be reviewed; limit 3 minutes. If you perform several styles of work, you may edit the tape to include three 1 minute segments demonstrating different work. Applicants must include a self-addressed stamped envelope to ensure the return of the video tape, audio cassette, compact disc.

## Tips on Applying for Inclusion in the 2009-2010 Performing Arts Tour Directory

1. Read application instructions carefully. Also see the *2008-2010 Guidelines for Funding* and visit the Commission's website [www.arts.virginia.gov](http://www.arts.virginia.gov) before applying.
2. Artistic quality as demonstrated by your work sample is the most important factor, so it is vital to submit a high quality recording. It is your responsibility to cue your tape to the 3-minute portion you want the panel to see.
3. You may edit your tape in any way you wish to demonstrate different styles or kinds of performances. Most applicants submit a continuous 3-minute segment of tape.
4. Select the type of work which is as close as possible to the work you proposed to tour. Give careful thought to the selection of work you want the panel to see/hear.
5. We encourage you to contact the Commission office to obtain a list of the Performing Arts Tour Directory panelists. We recommend you add these individuals to your mailing lists and inform them as well as the Commissioners of any performance dates occurring prior to the panel meeting. Although the panel will be reviewing your work sample, a better understanding of artistic quality can be observed through a live performance.
6. The budget section should reflect a realistic estimate of your Virginia touring expenses. It is used to evaluate your management ability and your ability to carry out the proposed tour, so there should be a clear relation between the number of proposed presenters, the presenter fee, and your estimated expenses.
7. The advisory panel is also concerned with your commitment to touring in Virginia; is it an important part of fulfilling your or your organization's mission, or merely an "afterthought" ?
8. **For Previous Applicants:** Whether your past application was successful or not, it is recommended that you submit a new work sample each year for several reasons: first and most important, the advisory panel wants to review your most recent work. Second, some advisory panel members will have served on last year's panel and you have a better chance of impressing them with "fresh" work than with last year's tape. HOWEVER, the most important factors are quality of work and how well the tape illustrates what you propose to tour; if last year's tape meets these criteria, it is probably the tape to send.
9. **For Current Tour Directory Artists/Organizations:** Once you are in the Touring Program, staying in the Program in future years is neither automatic nor guaranteed. If you have been in the Touring Program before, the panel will review your funding history and the use of your allocation. Since the panel meets in the middle of the presenter application season which will run March 15 -December 1, they mainly look to the previous year's record as evidence of a complete season but may also inquire about what bookings you have planned for the most recent year. Funding is more competitive than ever, so leaving a significant portion of your current allocation unused will reflect badly on you during a future application process.
10. Because the Touring Assistance Program's purpose is to increase opportunities for Virginians to see high quality performing arts events, the panel may also review your list of presenters who have received Touring Program funds. Have you used your past allocations to build new audiences, or merely to subsidize engagements where you have appeared for many years without Touring Program support?

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE*****Racial/Ethnicity Data Collection Form*****Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

**Organizational/Institutional Applicants**

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

**For Both Individual & Organizational Applicants:**

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.